

DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION MEETING MINUTES
May 6, 2020

Tracey L. Williams N/A	Bert Hash Jr.	Hunter Craig	Caroline Harper
Tina Horn	Diane Martin	Yetta Roggerson	Kurt Wall
Evelyn Boulware N/A	Marla Moore N/A	Yolanda Sonnier	

Topic	Discussion	Action Items
State of the Commission	<ul style="list-style-type: none"> • Meeting started at 6:30 PM • Meeting minutes from May were approved as amended • We are seeking new commissioners. There are 9 slots to be filled to include 2 students. • The committee received 3 applications. Recommendation from the Exe office is to interview all applicants and submit candidates to Kim in ranking order. <p>Bert stated that we need to establish a nominating committee to review applications. He requested that the committee members email him their available schedule next week, so that the interviews can be scheduled.</p> <p>Keep in mind that we still have positions available and we need to have a student ready to jump into the role when Hunter leaves.</p> <p>Hunter asked if there were any student applicants. There were no students that applied. Hunter requested the link to the online application to distribute to students he knows; Tina and Diane requested the link as well. Bert requested that the link be sent to all commissioners.</p>	<ul style="list-style-type: none"> • Yolanda will send the candidates resumes and letters of interest to the nominating committee. • Nominating committee was formed. It consists of Yetta Roggerson, Bert Hash, Diane Martin, and Tracey Williams. <p>If you need assistance with setting up the meetings by WebEx, or conference call, submit dates and times to Yolanda. Interviews will be virtual.</p> <p>Yolanda will send the link to all commissioners</p>

<p>Essay & Poster Contest</p>	<ul style="list-style-type: none"> • Quote: “In the end, we will remember not the words of our enemies, but the silence of our friends.” • Theme: “Take A Stand” • Submission deadline – October 23, 2020 • Diane requested to know the members of the Essay & Poster Contest committee. • Tracey encouraged everyone to reach out to individuals in their different organizations, churches, etc. for volunteer committee participation 	<ul style="list-style-type: none"> • The committee consists of Yetta Roggeron, Tracey Williams and Yolanda Sonnier
<p>Living the Dream</p>	<ul style="list-style-type: none"> • Submission deadline Oct 23, 2020 • Yetta, Chair – would like to establish a small committee that would search out potential candidates. • Yolanda asked if there’s something the office can be doing to assist. Yetta requested that she would like to receive the last years LTD application so that changes can be made where necessary • Bert would like information to educate the commission on things happening in HoCo in order to find potential candidates. Yolanda suggested that everyone should receive the Ball Bulletin, the Executive puts out a lot of information about different places he visits as well as different events he participates in and people that has done things in the county; it also include special recognitions of community members and agencies. The County Council also put out news letters that make mention of people who are doing great things in the county. • Yetta asked is there a timeframe for considering candidates. Can submission be for a candidate from the prior year or past years? 	<ul style="list-style-type: none"> • Tina Horn, Caroline Harper and Yolanda Sonnier volunteered to assist.

	<p>Yolanda stated that we need to look at the criteria to see if there's a specific timeframe for nominee submissions especially if what they did was of great significance. We don't want anyone to be overlooked.</p> <ul style="list-style-type: none"> • Waiting on applications to review. 	
<p>Program Committee</p>	<ul style="list-style-type: none"> • Tina will be reaching out to Pastor Ricky to check on status of his participation • Bert stated that the committee needs to start thinking of a backup plan for the events that we do. We need to start thinking of how can we do something from afar. • We need to look at timeframes of having continuous meetings so that we can be updated on how to move forward if things change because of COVID. The commission does not meet in July or August. • Tina will be sending communication to Pastor Ricky <ul style="list-style-type: none"> ▪ Will discuss program slots for participants • Potential virtual program: <ul style="list-style-type: none"> ▪ Speaker can be virtual ▪ Will look at last year's program and identify the slots ▪ Singers, someone playing an instrument, poetry, spoken word, art, as part of the visual show 	<ul style="list-style-type: none"> • Yolanda joined the Program Committee. Let her know when the next meeting is.
<p>Reception Committee</p>		

<p>Day of Service Committee</p> <p>Bert, Chair Kurt, Vice Chair</p>	<ul style="list-style-type: none"> • Evelyn sent out pictures of Meadowbrook to the commission. It has significant space to have the various activities from last year along with additional activities. Need to be sectioned off with curtains. • Continue to us Volunteer Center services from last year • Bert - Location is ideal because of the location. Very accessible. Large facility so that we can have more activities to reach individuals. • Reached out to Pam to find out their space needs • Need to look into how to divide the space. We may need to bring in equipment. Will look to the County to assist us with our equipment needs. • Yolanda - Meadowbrook is waiting to hear from us. Do we want the whole building or not; and for how long? <p>Will we use the same hours 8 am – 12 pm with 7 am setup?</p> <ul style="list-style-type: none"> • Bert – it’s a good place • Kurt – it’s an awesome place. Plenty of room for everything; plenty of parking, and the place is contained. • Yolanda – there was discussion about expanding the time. Bert – has not had that discussion yet, HoCo food bank need to close at noon; have volunteers work at homeless shelter. Looking to extend it beyond the 3 hours. Doesn’t want to make it an all-day event. • Event time – 7:30 am – 2:30 pm will have Evelyn reach out to Meadowbrook to confirm location and time 	<ul style="list-style-type: none"> • Evelyn will reach out to Matt Knoerlein at Meadowbrook to confirm location
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	<ul style="list-style-type: none">• We have to see how COVID will impact how we move forward in functioning during the event. Will try to build this out over the next couple of weeks. Bert received notice from the Volunteer Center that allowed volunteers to function without coming in contact with people. We need to discuss social distancing and how it will impact participating in the community and volunteering. Yolanda stated that we will have to wait and see.• Caroline – Will we have enough activities for people to do until 2:30? We want to make sure that we have enough projects for participants. We need to be considerate of the time.• Yolanda – We can always to change the time if need be. It’s good to have more time then less time.• Bert – we need to reach out to the participants to see if they have enough activities to go that long• Kurt – I don’t know if this is a good time to do this. Looking for some way to do it virtually. The virus has no time limit.• Yolanda – Day of service is exactly what we need. People picking up lunches, picking up food, their time of need is when we need to do this the most. This is the time to do this.• Caroline – We can do it virtually. I know someone who can do a Zoom party that teaches people how to sew. We can also do workshops on resumes, encourage people to drop off clothes and food. There’s a lot of things we can do virtually.• Yolanda – We can stream in order to do something for the celebration. The county has the ability to record celebrations and run the programs on their cable station. If we plan things a few months out, we can work on a video. Have participants submit	
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	<p>their presentations so that the video can be edited together to make a program. It can be broadcast numerous times</p> <ul style="list-style-type: none"> • Kurt - We can as the commission can partner with COED. They will have a meeting this Thursday. Kurt will forward information to the committee. We should be a part of that. • Bert – MLK is not a onetime event. We should look into that and do an event that we can reach a lot more people. We should continue this conversation about what can we start doing and doing something differently. • Bert – Forwarded info about COAD (County Organizations Against Disasters) to the commission. 	
Publicity Committee	<ul style="list-style-type: none"> • We are encouraged to send our publicity ideas as we continue to market our events 	<ul style="list-style-type: none"> • Commissioners are encouraged to share their publicity ideas.
Vendor	<ul style="list-style-type: none"> • Yetta - Vendor search - Received vendors list from Marla of participants at Kwanzaa event. Waiting to hear back for them. I did hear back from one who wanted to know if there is a fee or if he can do a percentage of sale like 15% in leu of a vender fee. <p>Will reach out to new vendors as well. Date provided to them. Forward vendor information to Yetta’s email</p>	<ul style="list-style-type: none"> • Yetta will reach out to Marla and Yolanda for support with contacting vendors • Yolanda will look into that. She will need to call to the Exec’s office to see how much to charge for this. It’s easy to charge a vendor fee instead of getting a percentage.
Logistics Committee	<ul style="list-style-type: none"> • Kurt is the Chair, Bert Vice Chair 	
Oratory Contest	<ul style="list-style-type: none"> • Tracey suggested that we move forward on the oratory contest. Bert want to get in on the next meeting. Meeting will be virtual. 	<ul style="list-style-type: none"> • For assistance with conducting a virtual meeting, contact Evelyn, Yolanda, or Marla

New Business		
Announcements	<ul style="list-style-type: none">• Kurt would like to keep personal email address and add the county's email address to his contact information.	<ul style="list-style-type: none">• Will have Evelyn update the roster
Adjournment	<ul style="list-style-type: none">• Meeting adjourned for May 6th	Next meeting: June 3, 2020